

More at Four Site Monitoring Tool State Fiscal Year (SFY) 2008 - 2009

The **More at Four Site Monitoring Tool** is based on the More at Four Pre-Kindergarten Program Guidelines and Requirements (issue date June 2008). This tool is designed to provide a checklist of site information that must be reviewed annually. This tool should serve as a summary of all information for classrooms located at this site.

After initial review, any components that require further attention should be evaluated again within the same school year. Regular, systematic, and focused supervision of More at Four programs ensures that sound, high-quality and appropriate services are implemented and maintained.

The use of the More at Four Site Monitoring Tool ensures uniformity across programs throughout the state and should be used in developing local county/regional plans. This tool addresses only program components.

Instructions

1. Each site must monitor its own program and classrooms on a regular basis using the More at Four Site Monitoring Tool State Fiscal Year 2008-2009.
2. The **Site administrator** (or **designee**) monitors More at Four sites/classroom(s) and completes the Site Monitoring Tool.
3. When a particular standard or requirement has not been met, each site should establish a written plan to meet compliance. This plan should include any required **exceptions** (e.g., staff education) from the **More at Four State Program**, and documentation defining who is responsible for accomplishing the task, a timeline, and other information to indicate progress toward meeting the requirement.
4. For items marked “N/A,” written clarification may be necessary regarding why that item does not apply.
5. By **November 30** of the program year (or within 90 days of when a new site begins participation in More at Four), the site administrator completes, **signs (Section F. Assurance Statement)**, dates an **original copy** of the completed Site Monitoring Tool, attaches written action plans for items not met, and submits to the local contractor.
6. Information collected with this tool will be used by the local contractor to confirm, record, and report local site compliance to the **More at Four State Program** using the **More at Four Contractor Monitoring Tool**.

This **More at Four Site Monitoring Tool** is available on the Office of School Readiness web site at <http://www.osr.nc.gov>

More at Four Site Monitoring Tool for State Fiscal Year (SFY) 2008 - 2009

County/Region _____	Contract Administrative Agency _____
More at Four Site _____	More at Four Site Administrator _____
Number of More at Four Classrooms Monitored _____	Dates of monitoring visits _____

A. The More at Four Child

Eligibility	Source	Yes	No	N/A	Plan or clarification [who, what, when; or exception letter on file]
A1. <input type="checkbox"/> Site determines eligibility/priority (Complete remainder of Section A.) OR <input type="checkbox"/> More at Four County Contractor determines eligibility/priority. (Move to Section A6.)	<ul style="list-style-type: none"> ▪ written operational policies 				
A2. Child is 4 years of age on or before August 31st in the year served; not age eligible for kindergarten.	<ul style="list-style-type: none"> ▪ birth certificate or ▪ medical records or ▪ family Bible 				
A3. Every child's family is determined to be income or military family eligible.	<ul style="list-style-type: none"> ▪ child application or other documentation with parent signature and ▪ More at Four Scorecard and Income Eligibility Tables used or ▪ exception letter on file 				
Priority	Source	Yes	No	N/A	Plan or clarification
A4. First priority is unserved children, followed by underserved.	<ul style="list-style-type: none"> ▪ child application or other documentation and ▪ More at Four Scorecard and Income Eligibility Tables used and ▪ written policy/procedures for prioritizing children 				

A. The More at Four Child (continued)

Challenging Behaviors	Source	Yes	No	N/A	Plan or clarification
A5. If alternative placement has been considered for any child with challenging behaviors, a written plan is on file that documents efforts to maintain enrollment.	copy of plan on file				
A6. Decisions regarding alternative placement for any child with challenging behaviors must involve state-level representative from More at Four Program.	written documentation of communication, meetings, and resolution with state office representatives				

B. The More at Four Site

Facility Requirements	Source	Yes	No	N/A	Plan or clarification
B1. Nonpublic school holds a 4- or 5-star license, OR Nonpublic school holds a 3-star license and is pursuing 4- or 5-star requirements within three years, OR Public school regulated by LEA	copy of current facility license copy of current facility license and written plan for increasing star license copy of application for DCD rated license				
B2. If unlicensed public school, program is not using corporal punishment.	copy of behavior management practices and/or discipline policy				
B3. 6 to 6-1/2 hour instructional day	<ul style="list-style-type: none"> ▪ classroom schedule or ▪ school calendar or ▪ operational policies 				
B4. 10 months, 180 service days (5 of which may be used for professional development)	<ul style="list-style-type: none"> ▪ classroom schedule or ▪ school calendar or ▪ operational policies 				
B5. Instructional staff works directly with children for at least a 30-hour week	<ul style="list-style-type: none"> ▪ classroom schedule or ▪ school calendar or ▪ operational policies 				

B. The More at Four Site (continued)

Attendance	Source	Yes	No	N/A	Plan or clarification
B6. Establish procedure to verify classroom attendance.	<ul style="list-style-type: none"> MAFKIDS or class attendance records 				
B7. Documentation on file that family contacted for children absent more than 3 consecutive days.	<ul style="list-style-type: none"> contact logs (i.e., telephone, home visits) or written letters of notification and/or written exceptions 				
Fees	Source	Yes	No	N/A	Plan or clarification
B8. Fees are charged for meals only when children do not qualify for free/reduced priced meals, and only after approval by the committee.	<ul style="list-style-type: none"> parent handbook or operational policies and documentation from More at Four Committee approving fees 				
B9. Transportation fees are charged only after approval by the committee, and no child is denied service based on the inability to pay.	<ul style="list-style-type: none"> parent handbook or operational policies and documentation from More at Four Committee approving fees 				
B10. No other fees are charged.	<ul style="list-style-type: none"> parent handbook or operational policies 				
Nutrition	Source	Yes	No	N/A	Plan or clarification
B11. Breakfast and/or snacks and lunch meet USDA requirements.	<ul style="list-style-type: none"> parent handbook or operational policies and copy of menus (at least 1 month) 				

C. The More at Four Classroom

Developmental Screening	Source	Yes	No	N/A	Plan or clarification
C1. All children screened within ninety days of the first day of attendance. Exception: <ol style="list-style-type: none"> Child screened at time of application Child with IEP 	<ul style="list-style-type: none"> dated cover sheet of each child's screening dated cover sheet of child's screening copy of child's IEP 				

C. The More at Four Classroom (cont.)

Child Health Assessment	Source	Yes	No	N/A	Plan or clarification
<p>C2. Health assessments are in place first day of attendance or parent/family provides child's last allowable Medicaid screening.</p> <p>If not, parents/families are notified in writing to have assessment completed per MAF Guidelines.</p>	<ul style="list-style-type: none"> copy of each child's assessment copy of parent notification letter and written documentation of appointment 				
Instructional Assessment	Source	Yes	No	N/A	Plan or clarification
C3. Ongoing instructional assessment is conducted according to the chosen assessment instrument's recommendations.	<ul style="list-style-type: none"> evidence of child's progress documented in accordance with assessment procedures 				
Curriculum	Source	Yes	No	N/A	Plan or clarification
C4. Uses one of recommended curricula or another approved curriculum	lesson plans (at least 1 month)				
Class Size and Staff:Child Ratio	Source	Yes	No	N/A	Plan or clarification
C5. Class size is 18 children or less.	<ul style="list-style-type: none"> direct observation or monitoring reports or DCD licensing compliance or ECERS-R assessment visit 				
<p>C6. Adult: child ratio is 1:9 or less.</p> <p>C7. Adult: child ratio is 1:18 during rest time.</p> <p>Second staff on premises within calling distance.</p>	<ul style="list-style-type: none"> direct observation or monitoring reports or DCD licensing compliance or ECERS-R assessment visit 				
Family Involvement	Source	Yes	No	N/A	Plan or clarification
C8. Opportunities for parents and families to be involved in child's learning and parent education to extent feasible.	log of activities/opportunities/communications				

D. The More at Four Staff

Staff Credentials and Standards	Source	Yes	No	N/A	Plan or clarification
<p>D1. Administrators</p> <ul style="list-style-type: none"> Public Schools: Principal Licensure Four- and Five-Star Licensed centers: NCECAC III <p>OR</p> <ul style="list-style-type: none"> Provisional approval with adequate progress toward NCECAC II and III <p>OR</p> <ul style="list-style-type: none"> Any deviation from requirements requires an exception letter on file. 	<ul style="list-style-type: none"> copy of license or NCECAS III , written statement from employing entity attesting copy in personnel files or DCD licensing visit verifying education credentials <ul style="list-style-type: none"> exception letter on file and evidence of progress toward credential 				
Staff Credentials and Standards	Source	Yes	No	N/A	Plan or clarification
<p>D2. Teachers hold B-K or Preschool Add-on license within the 4-year classroom timeline.</p> <p>OR</p> <ul style="list-style-type: none"> Provisional approval with adequate progress toward licensure. <p>OR</p> <ul style="list-style-type: none"> Any deviation from above requires exception letter on file. 	<ul style="list-style-type: none"> copy of teacher's license or written statement from employing entity attesting copy on file in personnel files or DCD licensing visit verifying education credentials <ul style="list-style-type: none"> exception letter on file and evidence of progress toward license 				

D. The More at Four Staff (continued)

Staff Credentials and Standards	Source	Yes	No	N/A	Plan or clarification
<p>D3. Teacher Assistants hold ECE/CD associate degree or a CDA credential.</p> <p>OR</p> <ul style="list-style-type: none"> High school diploma or GED, and working toward associate degree or CDA, with adequate progress, or Meets NCLB exception <p>OR</p> <ul style="list-style-type: none"> Any deviation from requirements requires an exception letter on file. 	<ul style="list-style-type: none"> copy of degree or CDA, or written statement from employing entity attesting copy in personnel files, or DCD licensing visit verifying education credentials 				
D4. Teachers in MAF classrooms do not serve as the administrator of the child care center.	<ul style="list-style-type: none"> director's assurance statement on file, or exception letter on file 				
Substitute Staff	Source	Yes	No	N/A	Plan or clarification
D5. Substitute teaching staff are provided when teachers and assistants are absent.	<ul style="list-style-type: none"> substitute log by classroom 				
D6. Substitutes are at least 18 years old and have at least a High School diploma or GED, and meet the requirements specified in the guidelines for Short-term Substitutes and Long-Term Substitutes for Teachers and Assistants.	<ul style="list-style-type: none"> copy of substitute application or DCD compliance summaries of education verification or copy of LEA policy 				
Compensation for Instructional Staff	Source	Yes	No	N/A	Plan or clarification
D7. Teachers and Teacher Assistants in public schools are paid on the State Salary Schedules and receive health and retirement benefits offered by the NC State Health Plan and NC State Retirement System.	<ul style="list-style-type: none"> written teacher contracts/agreements or personnel policies 				

D. The More at Four Staff (Cont.)

D8. Teachers in <u>nonpublic</u> schools are paid according to Table 3 in the MAF Guidelines: <ul style="list-style-type: none"> ◆ Teachers fully licensed (B-K or Pre-school Add-on) ◆ Teachers provisionally licensed 	<ul style="list-style-type: none"> • written teacher contract/agreements or • personnel policies or • exception letter on file 				
D9. Assistants in <u>nonpublic</u> schools with 2-year AA/AAS degrees are paid according to Table 4 in MAF Guidelines.	<ul style="list-style-type: none"> ▪ written teacher contracts/agreements or ▪ personnel policies or ▪ exception letter on file 				
Professional Development	Source	Yes	No	N/A	Plan or clarification
D10. Orientation offered for new staff.	<ul style="list-style-type: none"> ▪ agenda / calendar/logs or ▪ attendance records 				
D11. Ongoing staff development offered in designated curriculum and assessment.	<ul style="list-style-type: none"> ▪ agenda / calendar/logs or ▪ attendance records 				
D 12.Targeted professional development based on identified needs.	<ul style="list-style-type: none"> ▪ agenda/calendar/logs/certificate of completion or ▪ attendance records 				

E. Evaluation and Monitoring

Classroom Environments	Source	Yes	No	N/A	Plan or clarification
E1. At least 5.0 on assessments.	ECERS-R assessment reports				
E2. Enhancement or intervention plan developed and filed with More at Four State Program as required.	copy of enhancement plan and/or state intervention plan				

F. Assurance Statement

County/Region _____ More at Four Site _____ SFY 2008-2009

All More at Four classrooms at this site were monitored by _____
(monitor's name) (title)

on _____, as documented on this monitoring tool, and submitted to the local More at Four Contractor
(date(s))

in accordance with the *More at Four Pre-Kindergarten Program Guidelines and Requirements*.

Site Administrator Signature

Date

G. Local Contractor Validation

The local More at Four site has been visited and monitored for SFY 2008-2009 by _____ on
(monitor's name/position)
_____.
(date)

____ All requirements have been met OR plans for achieving compliance are in place. Additional follow-up (visits, email communication, telephone technical assistance) will be made as needed to document compliance.

More at Four Contractor Monitor Signature

Date